

CDBG LBP Checklist for Rehabilitation

Name of Applicant: _____ Date _____ Address: _____

1. _____ If the house was completed prior to 1/1/78, go on to #2. If the house was completed on or after 1/1/78, **STOP**, you are done w/your LBP. Provide proof of age. Use certificate of insurance, final sign off, or occupancy date.
2. _____ Does the dwelling meet any of the exemptions listed in chapter 20 of the Grant Management Manual? If so, **STOP**, you are done w/your LBP requirements. Use LBP-1 to document. List exemption below: _____. If not, proceed to #3.
3. _____ Provide “How to Protect Your Family From Lead” pamphlet to recipients/occupants and retain proof of receipt. For tenants, use “Renter’s Lead-Based Paint Disclosure” form found in Section 19 of this chapter. Use renter form, at a minimum, as long as the RLA is effective.
4. _____ Obtain work write up. **Intent Policy:** Any LBP hazards identified outside work write up subject to mitigation controls required by Federal Rehabilitation Assistance Categories (see p.20-17), and must “work safe” on activities in work write up. Determine if a presumption strategy is beneficial for this dwelling. (see p.20-19) If presuming LBP, notice using Notice of Presumption, CDBG form LBP-1, and no RA required. If RA opted for, go to #5.
5. _____ Procure DHS certified risk assessor/inspector for the RA and obtain proof of certification
Note: May proceed with RA, or proceed with abbreviated evaluation, the Lead Hazard Screen (LHS). LHS is property-wide, not for one portion of the dwelling. If LHS results are negative for LBP, then may begin the rehab w/o LBP concerns. If the LHS results are positive for LBP, then must proceed with an RA. In either case, within 15 days, notice and retain copies of the appropriate notice. Use DHS form 8552.
6. _____ Address any relocation due to LBP work. See GMM, chapter 6.
7. _____ Procure rehab contractor for work write up and use appropriate workers/supervisor (pp.20-17 & 20-20 (a)-(c)). At a minimum, must “work safe.”
8. _____ For identified LBP hazards called out in the RA, procure DHS certified LBP contractor and determine which LBP mitigation method(s) to use in the home.
9. _____ Prior to work starting, notice and retain copy of DHS form 8551, Abatement of Lead Hazards Notification, which provides information about LBP work to be done.
10. _____ Have the rehab and LBP work done and obtain proof of training (DHS certification for supervisor and all workers, work safe training, etc.). See p.20-17 & 20-20 (a)-(c).
11. _____ Obtain clearance report, using DHS form 8552, Lead Hazards Evaluation Report (and DHS form 8551, when clearing abatement projects). Clearance report cannot be done by the same business entity that performed any evaluated component. Obtain proof of DHS RA certification.
12. _____ Within 15 days of LBP hazard work being finalized, notice and retain copy of Notice of Hazard Reduction Activity. Use CDBG form LBP-1.

